



LIBRARY BOARD MINUTES

October 12, 2011

BOARD PRESENT: Amir, Brodsky, Bryant, Cotter, Dickerson, J. Lewis, O. Lewis, Neuman, Ram, Watts

STAFF PRESENT: B. Parker Hamilton, Director; Regina Holyfield-Jewett, Recording Secretary

The Library Board meeting was convened by Chair Lewis at 7:00 p.m.

INTRODUCTIONS:

The Board members introduced themselves.

ANNOUNCEMENTS:

Board members will immediately contact Jill Lewis or Paulette Dickerson regarding participating in the Thanksgiving Parade so that Montgomery County Public Libraries can have a float.

Board members will let Chair Lewis know which option they prefer regarding the County Executive's Ball – sponsorship or purchasing a table.

Richard Bryant, Jeanette Cotter and Otto Lewis plan to attend the Maryland Library Trustees and Citizens for Maryland Libraries Annual Conference on October 29.

APPROVAL OF PREVIOUS MINUTES:

Minutes from the September 14, 2011 meeting were approved.

DIRECTOR'S REPORT:

The Department of Public Libraries again applied for and received a **grant** from the Maryland State Division of Library Development and Services for the Gaithersburg Library Renovation (\$445,000.) and for the new Silver Spring Library (\$699,865.). To date, a total of approximately \$2M in grant funding from the State Library has been received for the renovation of the Gaithersburg Library and construction of the new Silver Spring Library.

It was announced during the September Board meeting that the City of Rockville had turned the running of the **Town Center Parking** Garages over to Federal Realty Investment Trust (FRIT). FRIT made a decision to fund the validation of two hours of free parking to anyone who makes a purchase in any of the retail or restaurant establishments in the Rockville Town Center; this would not include Libraries and VisArts. Since that time, a series of meetings has been held in which the County argued that it is a matter of equality. Those who use the Rockville Memorial Library (approximately ten thousand per week) and park in the Town Center Parking Garages would be subsidizing the parking for Town Center retail customers. These meetings resulted in the Rockville City and Council deciding to extend the two hours of free parking to anyone who uses the Rockville Memorial Library and VisArts. The validation equipment should be in place very soon.

Monday, October 10 was **Staff Development and Training Day (SDTD)**. Director Hamilton thanked Lois Neuman, Otto Lewis, Rick Bryant and Art Brodsky for attending. This year SDTD was used as an opportunity to change the process of developing the Strategic Plan, and to give the staff a voice in the planning.

The Linking Employers and Applicants Project (**LEAP**) has elements that are very successful, such as the interviewing component (how to apply for jobs). What has not been so successful is the computer piece. Director Hamilton has asked Michele Sellars to stop and evaluate the process to determine if the need that was identified during the onset of LEAP has changed and if the programs are in the correct branches. This is an interim evaluation to ensure that the money being put in is being maximized. The Commission for Women, Montgomery College and the Jewish Social Service Agency (JSSA) have been great partners in getting the word out about the programs.

Montgomery County will be a part of a partnership that the State is entering into with the Department of Labor. If the computer component will be conducted through this partnership, then LEAP may only focus on the interviewing piece.

Andrea Christman has been named to replace Dr. Gail Bailey on the Board as the **Montgomery County Public School Ex-Officio School Board Representative**.

The County will be conducting a campaign called “**Respect the Space.**” This campaign, which is scheduled to kickoff in November, will bring awareness to people parking in handicap spaces who are not eligible to do so.

There is a huge campaign to make the residents aware of the new **Carryout Bag Law** that will take affect in January 2012. Libraries will be distributing the reusable bags that will be furnished by the County.

Budget season is approaching, and Libraries, in anticipation of the receipt of the Department’s MARC in November, is in the planning process. County Executive Leggett will be scheduling budget forums; the dates have not yet been posted.

NEW BUSINESS:

Joint MCLB/FOLMC/LAC Meeting

- It was decided at the September Board meeting that the Joint Meeting would be held on November 9 (7-9 p.m.) in lieu of the regular Board meeting.

- Chair Jill Lewis and Vice Chair Otto Lewis met with Ann Dorrough, President of the Friends of the Library, Montgomery County, Inc., to determine how the two groups will work together.
- On October 19 at 3 p.m., there will be a meeting to set the agenda for the Joint Meeting.
- The Joint Meeting was successful last year in terms of developing talking points and budget strategies.
- At this year's meeting, Director Hamilton will be invited to give an update on the budget and Staff Development and Training Day.
- There will be a discussion of t-shirts and a slogan; update of talking points; a review of last year's budget process and advocacy efforts; and a focus on the Operating and CIP budgets. Successes/accomplishments by the Board and LACs will be presented.

Bill 29-11 and Bill 32-11

There were two bills that were introduced to the Council: Bill 29-11 and Bill 32-11. As drafted, Bill 29-11 would sunset several advisory boards, committees, and commissions. The purpose behind the sunset provision is to provide an opportunity for the Committee Evaluation and Review Board to review the advisory boards. Bill 32-11 would require the Committee Evaluation Review Board to: issue an interim report within six months and a final report within twelve months of appointment; consider scenarios to reduce County staff time supporting boards, committees, and commissions; and review and make recommendations on certain advisory boards, committees, and commissions that request continuation; and generally amend County law regarding the membership, structure, and functions of boards, committees, and commissions. These proposals arose from a September 12 Government Operations and Fiscal Policy Committee meeting in which Executive staff presented information indicating that staff time associated with the various boards, committees, and commissions totaled more than \$1.4 million in Fiscal Year 2011.

Chair Lewis will be interviewed by Council members or Council staff regarding these Bills. On October 18 at 1:30 p.m., a public hearing is scheduled on this issue. Board members will try to attend and sign up to speak.

OLD BUSINESS:

Library Board Work Plan Update

- The Work Plan was sent to all the Council members and LAC Chairs.
- Beginning with the December Board meeting, LAC Chairs will be invited to all Board meetings.
- A get-together is being planned for the new board members and LAC chairs.
- Council members may be invited to the Joint meeting to speak briefly.
- Orientation of new Board members is planned.
- Board members will be attending the Maryland Library Trustees and Citizens for Maryland Libraries Annual Conference.

Review of Board Committees and LAC Assignments

LAC/Board Activities Committee - Lois Neuman (Chair), Jeanette Cotter, Frank Riccardi, Robyn Watts, Jill Lewis

Legislative and Public Affairs Committee – Otto Lewis (Chair), Paulette Dickerson, Syed Amir, Richard Bryant, Art Brodsky, Jill Lewis

Library Policies and Practices – Art Brodsky (Chair), Paulette Dickerson, Frank Riccardi, Sri Ram

LAC Assignments

Syed Amir – Gaithersburg Interim and Quince Orchard

Art Brodsky – Wheaton and Twinbrook

Richard Bryant – Aspen Hill and White Oak

Jeanette Cotter – Little Falls

Paulette Dickerson – Silver Spring and Noyes

Jill Lewis – Davis and Disability Resource Center

Otto Lewis – Chevy Chase and Bethesda

Lois Neuman – Germantown, Poolesville and Potomac

Sri Ram – Kensington Park

Frank Riccardi – Damascus and Rockville Memorial

Robyn Watts – Correctional Facility, Long Branch and Marilyn Praisner

Discussion regarding the role of the LACs. It is important that the LAC Handbook is reviewed. One role of the LACs is to give advice on the collection. With the changing demographics, it is important the LACs let the agency managers know that the community has changed in order for the right books and programs to be selected for each branch. A new list of assignments will be sent to the LAC chairs and agency managers.

Paulette Dickerson provided an overview of **Snapshot Day** which was last Wednesday, October 5. The FOLMC provided comment cards for customers to complete. Photographers were at many of the branches. Jacqui Goetz (FOLMC) will be posting a new photo from Snapshot Day on the Friends' website each day. Last year's data was used for Council packets. Comments from this year will be divided and parceled out to the County Executive and Council members through the year. An after-action meeting will be held.

The County's **Thanksgiving Parade** is scheduled for the Saturday before Thanksgiving Day. The parade is in Silver Spring and begins at 10 a.m. and runs about 2 hours. Volunteers will be marching in the parade or riding on the float. The parade route is approximately one mile.

STANDING COMMITTEE REPORTS:

Legislative and Public Affairs Committee

- Planning to invite Council members to visit and tour the branches in their respective districts.
 - Consider taking the at-large Council members to the Up-county branches.
 - The invitations will come from the Board with invitations to the LAC chairs.
- Talking points are being worked on.
- Recommend having a get-acquainted meeting with the Council members. Representatives from the FOLMC will be invited to attend these meetings.

LAC/Branch Activities Committees

Plans include:

- Working on communication through the newsletter.
- Partnering active LACs with inactive ones.
- Board Bulletin
- Meeting on November 9 to plan where the Committee is headed.

LAC INFORMATION/LAC UPDATES:

LAC Applications

The LAC member nominations were approved unanimously.

Members will email LAC reports to the full Board.

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting was adjourned at 9:05 p.m.

B. Parker Hamilton